

**Procurement Supervisor**  
**Division of Enterprise Operations**  
**Consolidated Agency Purchasing Services (CAPS) Section**

**Position Number: 333705**

**Position Summary:**

Under general supervision of the Deputy Bureau Director, this position supervises and provides direction for the State Bureau of Procurement's Consolidated Agency Purchasing Services (CAPS) section and is responsible for developing and directing the procurement functions for assigned state agencies (CAPS Agencies). The position supervises staff providing procurement services in accordance with statutes and administrative code and recommends policies, procedures and guidelines to ensure cost effective, consistent and coordinated procurements. It develops and conducts training programs for purchasing agents and program staff that have purchasing responsibilities. The position conducts outreach to state agencies, vendors, municipalities and professional organizations.

Responsibilities include recommending and development of purchasing policy, procedures and guidelines to ensure value, consistency, and statewide coordination; program planning, evaluation, and implementation; and modification of policies as needed. Serve as bureau liaison and provide advice and support to state agencies, university campuses, and the vendor community. Assist with the bureau's internal purchasing training program and conduct external outreach programs as assigned.

The individual in this position performs with a high degree of independence and represents the bureau in meetings with vendors, administrators of other divisions, agency heads and the legislature. The activities are subject to administrative review by the Deputy Director and Bureau Director of the State Bureau of Procurement and top agency management.

**35%    A. Supervise and coordinate the duties and activities of CAPS.**

A1. Direct section staff, assign and provide advice and direction on tasks and projects.

A2. Direct and assist in the provisioning of agency specific services for goods and services according to Chapter 16 of the Wisconsin State Statutes, administrative code, and the State Procurement Manual.

A3. Develop performance standards and evaluation goals; review same with each staff member in accordance with DOA/DPM directives. This task to be performed annually.

A4. Handle all section personnel issues in accordance with Division of Personnel Management (DPM) guidelines.

A5. Conduct recruitment process and recommend hiring of staff to fill vacant positions. Complete necessary personnel actions and procedures and develop staff proficiency.

A6. Prepare materials to justify continued staffing.

A7. Revise position descriptions.

A8. Develop interview questions and conduct interviews following established guidelines and recommend hiring.

A9. Complete all necessary personnel paperwork.

A10. Conduct and supervise the development and management of agency specific solicitations to meet the established quality standards required by various end-users.

A11. Direct and assist section staff in accurately establishing agency procurement needs and requirements. Review all solicitations to ensure that they meet the intent of Chapter 16 and administrative code, are responsive to agency needs and are fair and impartial in their award standards. Supervise staff in conducting these solicitations.

A12. Supervise and assist staff in reviewing all purchasing requests that meet all programmatic needs and work with legal counsel to assure legal requirements are met.

A13. Supervise staff in performing services to achieve established quality standards.

A14. Assist staff with developing and maintaining effective working relationships with end-users and vendors.

A15. Conduct and supervise the development and management of statewide Enterprise Resource Planning system's eProcurement module (eProcurement) for CAPS Agencies.

A16. Direct and assist section staff in establishing business procedures and processes to streamline and accurately verify eProcurement requisition approvals for CAPS Agencies to ensure purchasing authority compliance with state statute, administrative code and Bureau of Procurement policies.

A17. Supervise and assist staff in managing and approving CAPS Agency requisition approvals on a timely basis, typically within a 24-hour period or less.

A18. Direct and assist section staff in providing eProcurement technical support for CAPS Agencies.

A19. Represent CAPS Agencies concerning recommendations and development of training, policies and technical support for eProcurement.

A20. Act in a lead role for the Department of Administration approving eProcurement security roles and provide leadership and advisement on eProcurement role mapping for CAPS Agencies.

A21. Assume high level security roles as directed for eProcurement for the Department of Administration and CAPS Agencies as assigned.

A22. Perform special procurements as assigned.

A23. Carry out assigned procurements to meet the needs of non-delegated agencies.

**15% B. Provide technical and management consultation on commodities and Contractual services to state agencies, university campuses, municipalities, the legislature, the public and the Governor's Office.**

B1. Provide and coordinate consultation to the state agencies and university campuses to enable them to purchase delegated commodities and services in a cost-effective manner and in accordance with Wis. Statutes and administrative code.

B2. Provide or supervise staff to provide advice to end-users on the use of existing statewide contracts, other agency experiences, vendor performance and overall procurement efforts, initiatives and strategic planning.

B3. Interface and consult with DOA divisions regarding budget, finance, technology, risk, legal and other areas to cooperatively solve agency procurement needs, resolve related issues and to provide a uniform DOA response to agencies and university campuses.

B4. Maintain effective working relationships with vendor executives and representatives to stay abreast of issues that may impact both the State and the vendor community.

B5. Coordinate with agencies to secure appropriate resources such as vendor support, expertise in specialty areas and professional consultants to resolve specific procurement needs.

B6. Develop and conduct custom outreach activities for agencies, vendors and other groups.

**15% C. Leadership of statewide non-delegated agency procurement projects.**

C1. Respond to statewide needs for commodities and contractual services by researching and suggesting opportunities for statewide efforts, formulate procurement teams and follow through with procurement.

C2. Oversee, conduct and administer statewide strategic sourcing initiatives in order to address issues, policies and problems from a coordinated perspective.

C3. In conjunction with appropriate DOA staff, including budget and finance, oversee contract administration for major agency contracts, providing consultation on project milestones, project management and DOA processes.

C4. Coordinate multi-state procurements in accordance with projects identified by, but not limited to, the Great Lakes Council of Governors and the Midwestern Association of State Purchasing Officials.

C5. Assist in the coordination, evaluation, acquisition, and implementation of a statewide Enterprise Resource Planning system, to include an eProcurement system.

**15% D. Participate in Division/Bureau administration activities.**

D1. Develop effective working relationships with state agency purchasing staff at all major agencies through frequent contact with agency purchasing directors, active leadership in the State Agency Purchasing Council, and various stakeholders.

D2. Resolve conflicts with state agencies relative to purchasing procedures and policies.

D3. Assist in directing the training of policies and procedures to other agencies and university campuses.

D4. Participate in establish measurements and accountabilities in order to audit state agency purchasing efforts and enforce purchasing delegation regulations.

D5. Implement current best practices as required.

D6. Assist in conducting benchmark and process redesign activities that lead to improving performance of the procurement function.

D7. Assist in overseeing implementation of best practice adaptation.

**10% E. Formulation and recommendation of statewide procurement policy, procedures and guidelines.**

E1. Develop a thorough and comprehensive knowledge of bidding and contracting principles, procedures, and state rules and regulations.

E2. Develop and maintain a vendor relations program including resolving vendor conflicts and training the vendor community about the state purchasing process.

E3. Perform analysis of bureau bidding patterns to continuously improve the approach to selecting commodities and services for state contracts to improve the efficiency and effectiveness of bureau bidding efforts.

E4. Coordinate policy recommendations with bureau and division management, DOA budget, information technology, legal counsel and the Secretary's Office to ensure consistency in policy between these reviewing bodies and to promote the development of clear and understandable guidelines for procurement to the state agencies and university campuses.

E5. Lead task forces in support of projects identified by agencies, university campuses, the interagency Procurement Council (IPC), the State Agencies Purchasing Council (SAPC), the State Financial Manager's Council and DOA management.

E6. Present information on regular basis on policies, procedures, statewide contracts and projects, and other pertinent issues to the SAPC, IPC, Financial Manager's Council and the Small, Minority and Veteran Owned Business Council.

E7. Provide research and policy recommendations to councils and boards, including the Prison Industries Board, and State Use Board.

**10% F. Participate in other functions relative to the Bureau.**

F1. Participate in Division initiatives and projects.

F2. Complete various assignments offered by the Division Administrator.

**Knowledge, Skills, and Abilities**

1. Theories and principles of organization and management.
2. Knowledge of State of Wisconsin purchasing and bidding procedures.
3. Knowledge of State codes related to State procurement and the State Procurement Manual.
4. Knowledge of the State of Wisconsin project management procedures.
5. Ability to develop standard operating procedure, written policies and procedures.
6. Current management theories and the principles and practices of management and supervisory techniques.
7. Labor relation principles.
8. Knowledge of policy development and evaluation.
9. Operational budget process and procedures (i.e. biennial budget process).
10. Computer Skills i.e., Microsoft Products Word, Excel, PowerPoint, Web based technology.
11. Database management skills.
12. Problem solving techniques.
13. Recordkeeping skills.
14. Oral and written communication skills.
15. Skill and ability to reach consensus on potential conflict issues.
16. Skill in and ability to prioritize tasks and respond to issues determined to be critical and/ or urgent.
17. Knowledge of effective practice of team building concepts.
18. Ability to establish and maintain effective working relationships with associates, subordinates, management, and business partners.